



STATE
OF
GEORGIA

233-17
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Division Water Quality Control Section Water Quality Surveys Service-Room 509 Health Building		4. Person to Contact Roy A. Herwig	6. Tel. No. 656-4988
		5. Working Title Program Manager	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1965 to Date	9. Exact Series Title River Basin Subject Files
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10. What is the function of the office in which this record series is created?
Water Quality Surveys Service has three basic functional responsibilities:

1. Prepare river basin plans for Georgia's 15 major river basins in accordance with the Federal Water Pollution Control Act Amendments of 1972 (P.L. 92-500)
2. Collect, interpret and evaluate chemical, physical and biological water quality data (stream analysis)
3. Provide automated data processing support to the Water Quality Control Section

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to the basin planning and stream analysis functions. Category titles include: Basin Plan; Unpublished Water Quality Data; Physical Data; Socio-Economic Data; Policies; Contracts; Mailing List; Hearings; Correspondence; Public Information; Internal Reports (by Agency); External Reports (by others); Special Projects; Work Modules; Photo Prints and Slides.

File is arranged numerically by File Series Number (one digit), Basin Number (two digit) and, as needed, Subject Code (one digit).

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				In Office(s)		In Storage Area(s)	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series? Many documents stored in this series are original and constitute the Record Copy | [x] | [] |
| 14. Is there a duplication of this series in another office or agency? | [] | [x] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | [] | [x] |
| 16. Does the series contain classified information requiring security handling? | [] | [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? Information stored provides basis for many agency policies | [x] | [] |
| 18. Could the function be performed if the files were lost or destroyed? Most work would have to be redone | [x] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [x] |
| 20. Does the record series provide data as input to an EDP file? Data are often compiled and reported by EDP methods | [x] | [] |
| 21. Does the record series contain documentation produced as EDP printout? Many data are received from lab in EDP printout form | [x] | [] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? To provide basic historical data for future policies | [x] | [] |

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- | a. [] STATE
LAW | b. [] STATUTE OF
LIMITATION | c. [] AUDIT
PERIOD | d. [] FEDERAL
LAW | e. [] ADMINISTRATIVE
DECISION | f. [x] HISTORICAL
VALUE |
|--|---------------------------------|------------------------|-----------------------|-----------------------------------|----------------------------|
| (Cite Law, Statute, or other reason for the retention requirement) | | | | | |

To trace history of the water quality program's creation and growth since inception in 1965.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [x] Hold in the current files area _____ month(s)/ 5 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [x] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:			
Agency Head/Designee	[] Approved [] Disapproved	<i>R. S. Howard, Jr.</i>	8-6-74
State Auditor/Designee	[x] Approved [] Disapproved	<i>William M. Dyer</i>	8-19-74
Secretary of State/Designee	[x] Approved [] Disapproved	<i>Carroll Hunt</i>	8-16-74
Attorney General/Designee	[x] Approved [] Disapproved	<i>R. H. H. H.</i>	8-20-74